



## JOB DESCRIPTION

**Position Title:** Day Porter Specialist

**Department:** Onsite Services

**EEOC Class:** Service Workers

**Reports To:** Onsite Service Coordinator

**FLSA Status:** Non-Exempt

### Position Summary

The Day Porter Specialist will perform various duties making sure the company facility looks neat and presentable to the public. They help uphold the image of a facility by performing basic cleaning tasks in addition to setting up and breaking down meeting rooms.

### Essential Job Functions

- Ensure named areas are clean, free of clutter, welcoming, and safe for staff and guests.
- Receive and respond to service calls and implement immediate corrective action related to environmental health and safety issues.
- Physically walk the interior and exterior areas of named areas to identify and correct safety concerns.
- Assist with the setup and breakdown of meeting facilities.
- Promptly clean floor spills or wet spots created by inclement weather.
- Stock coffee bars daily, this will include working with external vendors when services are needed.
- Order office supplies and compostable items for the building, as well as stocking these supplies.
- Follow disinfection and sanitization protocols when cleaning.
- Performs other related duties as assigned.

### Minimum Qualifications (Knowledge, Skills, Abilities)

- Thorough understanding of safety hazards and proper use of various cleaning and sanitizing solutions.
- Excellent organizational skills and attention to detail.
- Ability to keep the property clean and orderly.
- Good interpersonal skills with polite and courteous demeanor toward staff, customers, clients, and visitors to the property.
- Excellent time management skills
- Excellent verbal and written communication skills to communicate with internal staff and external stakeholders
- Ability to effectively work individually or in a team environment.

### Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is frequently required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.



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**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship. The company is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.